

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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February 25, 2003

FROM: MARY R. SAWICKI, Director
Department of Aging & Adult Services

SUBJECT: INCREASE PURCHASE ORDER WITH UNIVERSAL NURSING SYSTEMS

RECOMMENDATION: Authorize the Purchasing Agent to increase Purchase Order #T1371 with Universal Nursing Systems by \$10,000 for a total authority of \$35,000 to cover services for the Multipurpose Senior Services Program.

BACKGROUND: Since 1985, the California Department of Aging (CDA) has awarded funds to the County of San Bernardino, Department of Aging and Adult Services (DAAS) to operate a Multipurpose Senior Services Program (MSSP). The MSSP is designed to prevent or delay the need for long-term institutional care for eligible elderly while continuing to foster independent living in the community. The MSSP provides health-care management to Medi-Cal recipients aged 65 or older, who are certified as being in need of skilled nursing care. DAAS' social workers are responsible for coordinating in-home services for MSSP clients that include but are not limited to; medical services, shopping, housework, and meal preparation.

The service areas for the MSSP were solicited individually utilizing an Informal Solicitation method, which consisted of countywide direct mailings to agencies providing each specific service. Universal Nursing Systems responded to, and successfully competed in, the solicitations for services.

The requested increase of \$10,000 is needed to pay for FY01/02 expenditures \$6,847 billed in FY02/03, and to have proper spending authority for current year, additional, anticipated expenditures of \$3,153 due to increased utilization of this vendor. Thus far in FY02/03, DAAS has expended \$19,341.62 with Universal Nursing Systems. Pursuant to County Policy No. 11-05, Board of Supervisors approval is required for contracts in excess of an aggregate amount of \$25,000 per fiscal year, per scope of services.

REVIEW BY OTHERS: This action was approved by the Senior Affairs Commission on February 12, 2003. This item has been reviewed by the Office of County Counsel (Phebe W. Chu, Deputy County Counsel) on February 6, 2003; the County Purchasing Department (Aureilo De La Torre, Director) on February 6, 2003; HSS Finance (Kristin Letterman, Administrative Manager) on February 11; and by the County Administrative Office (Gary Morris, Administrative Analyst) on February 11, 2003.

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FINANCIAL IMPACT: Approval of this action will increase DAAS' purchasing authority with Universal Nursing Systems by \$10,000, from \$25,000 to a total of \$35,000 for FY02/03 (including \$6,847 for the payment of FY01/02 expenditures). Adequate appropriations and revenue are included in the DAAS FY02/03 budget. Approval of this increase to Purchase Order #T1371 will not result in any additional local costs nor is the funding program affected by the Governor's proposed FY02/03 budget decreases.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action because the Multipurpose Senior Services Program is fully funded by state revenue sources that are not in jeopardy in FY02/03.

SUPERVISORIAL DISTRICTS: All

PRESENTER: Mary R. Sawicki, Director, Department of Aging & Adult Services (909) 891-3917

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